Tasking Memorandum No. 99-116
Memorandum For Cdrs DCMDs, DCMC CAOs
Subject: Alerts Phase II Training
Date: March 2, 1999
Suspense Date: March 11, 1999
Target Audience: Cdrs DCMDs, DCMC CAOs

Requirement(s):

- The Alerts application is a mission critical system for DCMC.

- Alerts Phase II training strategy utilizes a train the trainer approach. Approximately 180 DCMC personnel will be trained as trainers. These trainers will then train the balance of the DCMC personnel scheduled to receive Alerts Phase II training.

- The Trainers will attend a 5 day course at one of three locations: IT Training Room, DLA Systems Design Center, Building 30, Columbus Ohio; Atlanta FASST Lab, 805 Walker Street, Atlanta Georgia; and the Boston Computer Training Lab, 9th floor, Barnes Building, 495 Summer Street, Boston Massachusetts. Upon arrival to the Atlanta building, students must dial one of the following extensions for entry: 6492, **6307,** or 6484.

- DCMC CAO's shall assign an Alerts Phase II Training Project Manager and provide his/her name, email address and phone number to the District POC by March 11, 1999. The CAO PM will be responsible to execute the CAO Alerts training plan and report training status on a monthly basis, by the first of the month, to the District POC. Reporting will include such items as training schedule; number of students planned per week; number trained per week; estimated CAO completion date; identification of problems, impacts, and actions taken or required.

- The Districts will consolidate the reporting from the CAOs and report on a monthly basis, by the third of the month, to the HQ Alerts Project Manager.

- The dates, locations and CAO allocations for training are provided in the attachment. The District point of contact will work with the CAO Phase II Training Project Manager and the CAO Training Coordinator as necessary.

- The CAO Trainers are required to execute the CAO training plan and complete by the dates specified in the attachment.

- For the larger CAOs, Trainers may be required to train continuously, so selection of trainers must be based upon commitment of the resource to complete.

- The CAO may assign an assistant to work with Trainers, since this is the recommended approach when training an IT application. The trainer trains and the assistant walks the room to ensure all students are at the same place. However this is a CAO decision.

- Travel for Alerts training is centrally funded with District Automated Information System funding. A travel process must be established that ensures the CAO travel cost is funded with the appropriate fund cite, and that the actual travel costs are reported to the Districts. Please contact District representatives for specific fund site and process information if you have not been notified previously.

- CAO Training must be by June 30, 1999, prior to fielding of the Alerts Phase II application and eventual declaration of Full Operational Capability. Any schedule slippage by CAOs beyond June 30, 1999 will impact successful deployment of the application in a timely manner. Any such potential schedule slippage will be reported as soon as possible through the District point of contact to the DCMC Alerts Phase II Project Manager.

- The PLAS process code for this training is 217C (Attend Classroom Training) and the program code is NP054 (AIS Deployment Training).

Points of Contact for Further Information:

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Signature:

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